

**Bob Holden**  
Governor



**Jacquelyn D. White**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
<http://www.oa.state.mo.us/acct/>

**James A. Carder**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** July 9, 2002  
**RE:** State Agency Vendor Numbers

As a part of the Interagency Billing (IAB) redesign, OA/Accounting placed "Stops Processing" on state agency vendor numbers that we found on the statewide vendor file that did not have an "I" and agency/organization combination. The "I" vendor numbers have been established for state agencies to bill other state agencies using the IAB redesign procedures. The IAB redesign procedures can be found on the SAM II Web site under "New IAB Process". If you are a state agency that is billing another state agency and the transfer of funds is between two state funds maintained on the SAM II Financial system, then you should follow the IAB process procedures. If your agency is billing another agency and both are using funds maintained on the SAM II Financial system, and you are not using the IAB process, then the billing agency must submit written justification to [OASAMIICentralAcct@mail.oa.state.mo.us](mailto:OASAMIICentralAcct@mail.oa.state.mo.us) for review. The agency and organization that the billing agency wants used in the vendor number must be included in the written justification. If approved, OA/Accounting will establish a vendor number and provide the billing agency with instructions on how the billed agency must process the payment document so that the transaction processes in SAM II.

In April we distributed the following to the FMAC committee:

Some agencies have a need to issue checks to their department for deposit into outside Treasury accounts. A separate vendor number will be established for outside accounts without the "I" prefix to allow the checks to process as normal. Agencies that need to issue checks to their department for deposit into outside Treasury accounts, need to ad hoc route a vendor number request to OA/Accounting asking for a vendor number to be established for this purpose. At this time, OA/Accounting intends to establish these type of vendor numbers with a prefix of "E" and the agency's associated agency/organization number.

If your agency has a need to issue a check to their department or another department for deposit into an outside Treasury account, then please send written justification to the following OA/Accounting e-mail address – [OASAMIICentralAcct@mail.oa.state.mo.us](mailto:OASAMIICentralAcct@mail.oa.state.mo.us). Include in the justification the agency and organization number that your agency wants used to establish the vendor number. Then ad hoc route a vendor number request to OA/Accounting for this purpose.

If during the review of the statewide vendor file, OA/Accounting missed placing a “Stops Processing” on a state agency vendor number, we are requesting your assistance by sending a written request to [OASAMIICentralAcct@mail.oa.state.mo.us](mailto:OASAMIICentralAcct@mail.oa.state.mo.us) stating that the vendor number should be placed on “Stops Processing.” You should also request a new vendor number be established using the agency/organization combination that you provide in the request. OA/Accounting will establish the vendor number using an “I” prefix unless written justification as stated above is reviewed and approved for a prefix of “E”.

If OA/Accounting finds a state agency vendor number active on the vendor file that does not have an “I” or “E” prefix with an associated agency/organization combination, then OA/Accounting will immediately place the vendor number on “Stops Processing.” The state agency will be responsible for submitting a request to OA/Accounting for an “I” or “E” vendor number.

All “I” vendor numbers are maintained on the statewide vendor file as an electronic funds transfer “EFT”. This is necessary so that checks are not issued and bank charges are not incurred for transfers between two state agencies.

If you have any questions in regard to the information in this memorandum, please contact your Agency Customer Service Coordinator. If needed, your Agency Customer Service Coordinator will contact the OA/Accounting Agency Customer Service Desk for assistance.

data/vhvendorfilestateagencynumbers